Job Description
Mobilisation Assistant

Job Title: Mobilisation Assistant

Responsible to: Regional Manager

Location: Regional Office / Remote

Key purpose: To mobilise Labour members and volunteers and increase campaigning capacity in key target authorities.

Specific Responsibilities:

Capacity building

- To assist in recruiting, mobilising and organising volunteers for campaigning activities in Labour, for the upcoming elections.
- To communicate with members, volunteers and stakeholders in person, by phone or by email about campaign activities and events.
- To utilise the party's campaign technology platforms to mobilise and schedule volunteers for campaigning activities and events.
- To enable and empower members and supporters to organise and campaign in their local community as part of the election campaigning.
- To work with local organising staff to identify campaign leaders and provide training and support to them on campaign techniques.
- To work with Young Labour and Labour Students groups to increase campaigning activity of young members in the region.

Assistance with campaign activities

- To work with the Engagement Officer - Stakeholders, Youth and Students and regional staff to assist with Young Labour/Labour Students campaign days and training sessions.

Training and development

- To attend and participate in training sessions, covering techniques for capacity building, campaign techniques and use of the Labour Party's campaign technology platforms.
- To work closely with Head Office and local organising staff to maximise learning and personal development from field based training and activity.

Other duties

- To carry out any other reasonable duty as required by the General Secretary, Director of Mobilisation or the Regional Director.
- To work closely with the relevant Regional Organiser to complement their work.
- To be prepared to contribute to wider organisational activity as and when required.

Labour Party
Person Specification

Values

- A commitment to the Labour Party's codes of conduct, mission and values, as set out in its constitutional documents.
- Strong personal commitment to equality, diversity, and inclusion.
- Highly collaborative behaviour, able to build strong working relationships internally and externally in a complex stakeholder environment.
- Ability to work consistently to high professional standards including to accuracy, honesty, quality, and evidence.
- Commitment to a positive learning culture of feedback and continuous improvement.
- Creative and open to new ways of working including digital transformation, participatory methods and co-creation of solutions with those most affected.

Knowledge

- General knowledge of the Labour Party, its policies, principles and organisation.
- Knowledge and understanding of campaign techniques.

Experience

- Experience of political campaigning

Skills / Abilities

- Ability to handle competing priorities and work to deadlines.
- Flexible an approach to resolution of issues.
- Ability to work both independently and as part of a team.
- Ability to provide leadership where necessary.
- Excellent verbal, written and interpersonal communication skills.
- Good computer literacy, including use of email communication systems and data input.
- Good organisational skills and attention to detail.

- Planning and organisational skills.
- A driving license is desirable